

Handout – Proposed Order Filing Option: Overview and Applicable Counties

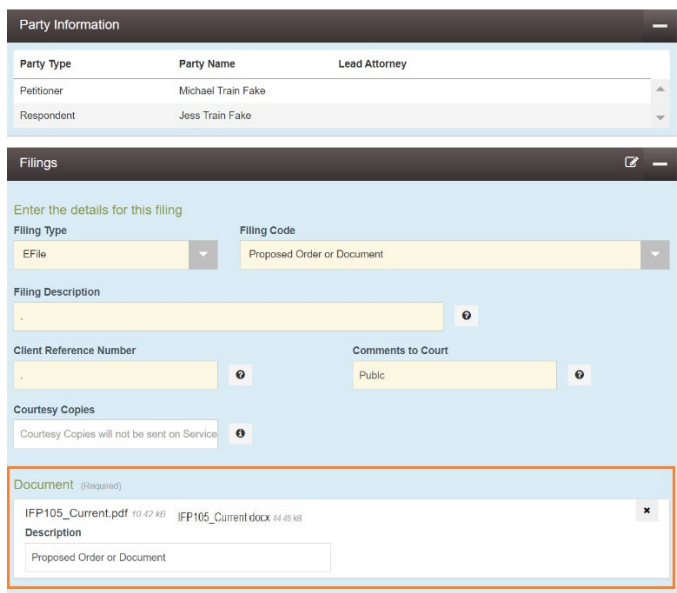
Overview

Filers using the eFile & eServe system (eFS) in specific court locations may file proposed orders in PDF or Word version as the required PDF version. In all other court locations, only the PDF version of proposed orders is required to be filed through eFS.

In court locations where Word version may be eFiled, all Word versions must have the .docx extension. Word 2007 or newer creates the necessary .docx file format. This allows the court to electronically route, edit, and sign proposed orders that are submitted via eFS. Filers are encouraged to use this feature unless otherwise ordered by the court. Use of this option eliminates the need to submit a Word version of a proposed order by email, allowing all documents to be submitted in one filing transaction.

Instructions

If the option to file a Word version is available when a filer selects the filing code “Proposed Order or Document,” the filer will have the option to upload a PDF document and a Microsoft Word document.



The screenshot displays the 'Party Information' and 'Filings' sections of the eFile & eServe system. The 'Party Information' section shows a table with columns for Party Type, Party Name, and Lead Attorney. The 'Filings' section includes fields for Filing Type (EFile), Filing Code (Proposed Order or Document), Filing Description, Client Reference Number, Comments to Court (Public), and Courtesy Copies (not sent on Service). A 'Document' section at the bottom shows two uploaded files: 'IFP105_Current.pdf' (10.42 KB) and 'IFP105_Current.docx' (44.05 KB), with a description of 'Proposed Order or Document'.

Applicable County Locations and Effective Dates

At this time, the Word document filing option is only available in these counties:

- Blue Earth County: January 9, 2020
- Brown County: February 6, 2020



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- Carlton County: December 18, 2018
- Cook County: December 18, 2018
- Cottonwood County: February 20, 2020
- Dodge County: February 13, 2017
- Faribault County: January 16, 2020
- Fillmore County: February 13, 2017
- Freeborn County: January 9, 2017
- Houston: February 21, 2017
- Jackson County: January 16, 2020
- Lake County: December 18, 2018
- Lincoln County: January 23, 2020
- Lyon County: January 23, 2020
- Martin County: January 16, 2020
- Morrison County: October 28, 2016
- Mower County: February 13, 2017
- Murray County: February 20, 2020
- Nicollet County: February 6, 2020
- Nobles County: February 13, 2020
- Olmsted County: March 2, 2017
- Pipestone County: February 13, 2020
- Redwood County: January 23, 2020
- Rice County: January 7, 2016
- Rock County: February 13, 2020
- Saint Louis County: December 18, 2018
- Scott County: October 21, 2016
- Steele County: January 9, 2017
- Wabasha County: February 21, 2017
- Watonwan County: January 9, 2020
- Waseca County: March 2, 2017



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- Winona County: February 21, 2017